

Town of Shrewsbury Parks and Recreation Department
100 Maple Avenue, Shrewsbury Ma 01545
Facility Use Application for Picnics for Shrewsbury Residents Only



- Applicant is responsible for reviewing rules and regulations on the back.
- Certain events will require additional approval of the Parks Commission and/or Police Department.
- The use of the park for-profit is not allowed.
- There is a reservation fee for all functions.
- One permit per household/group per month.
- Please allow up to 7 business days for approval. Please plan accordingly.
- **In the interest of the general Shrewsbury population reservations are limited to 3 hours per group.**

Organization/ Name:	Address:
Individual Contact:	Address:
Home Telephone:	Business Telephone:
Fax Number :	E-mail:
Purpose of event/activity:	
# of people	Caterer name(if any) Address:
Person in charge day of event:	Special Activities:
Grilles to be used: Yes _____ No _____ What type:	
Will this event be advertised to the public by newspaper, cable, newsletter, etc? Yes ____ No ____	

_____ So. Pavilion
South pavilion(front of park) holds up to 40 people, with space outside for additional people. Limit 3 hours.

_____ No Pavilion No grilles allowed at this site.
*North pavilion holds up to 40 people, with **no space outside** for additional people, due to overlap with ball field. Limit 3 hours use.*

_____ South Grove
Grove has tables for up to 100 people. Limit 3 hours

_____ Softball Field *Limit 1 1/2 hours*

_____ Other: Please describe _____

Date:	Time In:	Time Out:
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Facility Agreement

By signing below, I agree to the rules stated and agree to be responsible for the activity and function stated on this permit. I understand that I am responsible for enforcing these rules and making sure the grounds are clean after we are done. Failure to do so will result in loss of future reservation privileges and/or damage deposit. I understand the department reserves the right to change, alter, or cancel this reservation as a result of maintenance or scheduling conflicts beyond our control.

Signature:

Date:

Office Use Only: Date Received	Posted	By	Deposit req:
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Facility Permit Rules and Regulations

By reserving the facility you agree to follow these rules.

FEES & BOOKING

All fees must be paid in full prior to receiving your permit. Reservations will not be held over the phone and must be done in person. Please keep your permit on hand during your use.

ALCOHOL

Not allowed in the park.

FIRES

Open fires are not allowed in the park.

CLAM BAKES

Clam bakes/lobster bakes are not allowed in the parks.

GRILLES

Grilles are allowed by permit only in the South Pavilion and the South Picnic Grove.
Grilles are not allowed in any other area. If grilling, ask for grille policy.

CANCELLATIONS

Please notify us as far in advance as possible if you must cancel. For a fee refund, notice must be received no later than the business day prior to your date. If you are rained out and wish a refund, you must notify us no later than the business day following your date.

RAIN DATES

Rain dates are not booked ahead. Call and reschedule if you are rained out.

ACTIVITIES

Groups using the picnic facilities must not interfere with the athletic activities scheduled on the fields. Certain activities will require the approval of the Park Commission.

CLEAN UP _____ Initial here that you will remove all trash after picnic.

Groups are responsible for removing their own trash from the picnic areas and leaving the area clean for the next group. Large groups/certain functions will be charged a damage/clean up deposit ahead of time. It will be refunded if the area is left clean and undamaged.

SCHEDULES & MAINTENANCE

There will be no cookouts allowed during summer parks and recreation programs. The town also reserves the right to cancel any function due to maintenance work that may need to be done in the area or do to scheduling conflicts beyond our control.

TIME IN & OUT

Do not arrive earlier than permit states or stay after permit ends so that others may enjoy the facilities.

MISC

You may not hang signs on trees. You may not hang signs on street front without prior approval.

Signature: _____ Date: _____

